

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES

DATE: SEPTEMBER 26, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BENTLEY
 GIRARD
 STEC
 VANNESS
 SOKOL
 SIMMES
 TAYLOR

OTHERS PRESENT:

CANDACE KELLY, DIRECTOR OF OFFICE FOR THE AGING
MARGARET SING SMITH, DIRECTOR OF THE
 WARREN COUNTY YOUTH BUREAU
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF
 ADMINISTRATIVE & FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISOR TESSIER
SUPERVISOR KENNY
SUPERVISOR THOMAS
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Bentley called the meeting of the Human Services Committee to order at 11:40 a.m.

Motion was made by Mr. VanNess, seconded by Mr. Girard and carried unanimously to approve the minutes of the August 27, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was given to Margaret Sing Smith, Director of the Youth Bureau, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Smith presented a request to amend the Warren County Travel Policy to authorize Ms. Smith to transport youth as a function of the Youth Bureau Director position.

Motion was made by Mr. VanNess, seconded by Mrs. Simmes and carried unanimously to approve the request to amend the Travel Policy as outlined above and the necessary resolution was authorized for the October 17, 2008 Board meeting. *A copy of the resolution request form is on file with the minutes.*

The next item presented by Ms. Smith was a request to attend the annual Association of New York State Youth Bureaus Conference to be held October 26 through October 29, 2008 in Syracuse, New York. She noted that there was no cost to Warren County as a scholarship had been received which would cover the expenses for this conference.

Motion was made by Mr. Thomas, seconded by Mrs. Simmes and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Mrs. Smith presented the final item which pertained to state funding reductions for 2008. She apprised the Committee that the Youth Bureau had been notified of three programs that had not yet submitted claims for 2007 State aid and which ranged from \$2,580 to \$8,500. Ms. Smith recommended that programs submit their claims for 2008 in order to be prepared and she added that there were no 2009 figures for allocations or reductions at this time. *Please note: Subsequent to this meeting, Ms. Smith advised that she received a notice from the New York State Office of Child & Family Services, indicating that additional reductions in allocations for 2008 would be forthcoming.*

This concluded the Youth Bureau portion of the Human Services meeting.

Privilege of the floor was extended to Candace Kelly, Director, Office for the Aging, who distributed copies of the agenda to the Committee members. *A copy of the agenda is on file with the minutes.*

Mrs. Kelly presented a resolution request to authorize the transfer of funds in the amount of \$12,000 from Code A.6786.410 Point of Entry (POE), Hamilton Supplies, to Code A.6785.210 POE Furniture; and \$3,500 from Code A.6786.410 POE Hamilton Supplies, to Code A.6785.470 Contract. Mrs. Kelly stated that these figures were determined by Sheila Weaver, Commissioner of the Department of Social Services (DSS), and were needed to purchase furniture for the POE office and to add users to the Peer Place reporting system respectively.

Motion was made by Mr. Taylor, seconded by Mr. Sokol and carried unanimously to approve the request to transfer funds as outlined above and refer same to the Finance Committee. *A copy of the resolution request is on file with the minutes.*

Joan Sady, Clerk of the Board, stated that due to the fact that final approval of the transfer would occur at the Board meeting, she recommended that Mrs. Kelly initiate the purchase order today for the purpose of encumbering the funds before the grant expiration date of September 30, 2008, with the transfer of funds to take place after the October 17, 2008 Board meeting.

Mrs. Kelly presented the next agenda item and requested approval to host the mandatory semi-annual staff training on September 26, 2008 at the Long Lake Meal Site.

Motion was made by Mr. Girard, seconded by Mrs. Simmes and carried unanimously to approve the semi-annual staff training on September 26, 2008. *The request to Host Meeting or Conference form is on file with the minutes.*

Mr. VanNess entered the meeting at 11:45 a.m.

Mrs. Kelly presented a request for authorization for Debbie Coalts to attend the annual "Unity in Our Diversity" Conference to be held October 16 through October 17, 2008 in Rochester, New York.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve the travel request as presented. *A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.*

Mrs. Kelly noted the Home Energy Assistance Program (HEAP) program schedule that was included in the agenda packets included the monthly income guidelines for eligibility. The HEAP program would officially commence on November 1, 2008 and according to Mrs. Kelly, a busy year was anticipated. She stated that the maximum benefit had increased from \$500 in 2007 to \$800 for the current year, which would greatly assist those with oil heat. Responding to an inquiry, Mrs. Kelly apprised that HEAP would not pay for heating units such as wood stoves; however, she added, as pointed out by Mr. Girard, emergency repair of dysfunctional heating systems would be provided through the Department of Social Services, with Community Action Agency completing the installation of same.

Mrs. Kelly updated the Committee with regard to the Cedars Meal Site vacant position and stated that the canvass for the Civil Service Eligibility List yielded no interested candidates; therefore, she said, an examination had been scheduled for March 2009 after which she would continue to seek a candidate. Responding to an inquiry from Mr. Sokol, Mrs. Kelly apprised that a Dietician was currently working with the person in said position, in order to expedite any necessary ordering.

Mrs. Kelly advised that discussion had ensued at the program level with regard to savings and the idea of removing the evening meal was considered due to evidence of waste noted by the new Dietician. Instead of an evening meal which typically consisted of cold cuts, she said, the program had considered freezing the noon meals that were not distributed, which could be used for evening meals as needed, noting that the meals would be alternated to insure that recipients did not have the same meal twice in one day. She added that the need for the evening meal was not as significant as that of the noon meal and the Dietician had tried new meal ideas such as wraps which were healthier, less wasteful, and well liked by the recipients. Mrs. Kelly asserted that with the changes noted she anticipated a cost savings.

Mrs. Kelly acknowledged receipt of an email regarding the pending transportation policy and apprised the Committee that due to the fact that the Fiscal Manager was currently on maternity leave, the policy issue would remain pending.

Mrs. Sady apprised that she had expected Mrs. Kelly to request to extend the contract for the POE (Point of Entry). Mrs. Kelly said that she believed that Mrs. Weaver would present that request and JoAnn McKinstry, Deputy Commissioner of Administrative and Fiscal Services, stated that she would contact Ms. Weaver for further information in this regard.

As there was no further business to come before the Human Services Committee, on motion made by Mr. Sokol and seconded by Mr. VanNess, Mr. Bentley adjourned the meeting at 11:51 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist